



The Superior Court of California  
County Of San Diego

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JOB ANNOUNCEMENT

**COURT SYSTEM ANALYST TRAINEE**  
**Examination No. 06-029**

- SALARY RANGE:** Court System Analyst Trainee approximately \$45,198.40 - \$66,352.00 annually (Effective June 23, 2006)  
Starting salary is expected to be between \$45,198.40 and \$57,720.00 depending on qualifications.  
This classification is in a broad salary range with advancement within the range based on performance.
- FILING DEADLINE:** Applications will be accepted until further notice.
- JOB LOCATION:** There are current vacancies in the Information Technology Division located at the Hall of Justice, 330 West Broadway, San Diego. The Eligible List resulting from this announcement may be used to fill any future vacancies.
- JOB SUMMARY:** Under general direction of Supervising Systems Analyst or Information Technology (I.T.) Manager, a Court System Analyst Trainee assists with the analysis of business requirements and with design, programming, developing, implementing and maintaining software applications. Typical duties are to assist in: collaborating with operational staff, project managers and I.T. staff to determine the scope and vision of business requirements; gathering user requirements via interviews, workshops, questionnaires, surveys, and site visits to accurately and concisely write requirement specifications; analyzing and verifying requirements for completeness, consistency, comprehensibility, feasibility and conformity to standards; reviewing departmental work processes and procedures to assure the most efficient and effective use of automated systems; translating business and user requests involving upgrades and enhancements to software systems into software design specifications; developing instructions for system usage and providing court-wide information and training, demonstrating system capabilities to users or identifying training resources; identifying system problems and assisting technology staff in designing and implementing system revisions; data conversion from legacy systems to new systems; designing programs and implementing computerized information systems; preparing system and user-support documentation as well as performing User and Performance Acceptance testing for modification of existing systems and new systems.
- REQUIREMENTS:** Applicants must have graduated from an accredited college or university with a Bachelor's degree in computer science, information technology or a closely related field.  
**Degree/Education Substitution:** Additional years of progressively responsible and varied technical experience designing, programming, integrating and supporting information systems involving data networks and information technology system applications can substitute for the education requirement on a year for year basis.
- EVALUATION AND SELECTION FACTORS:** Factors to be considered in the evaluation include knowledge of: Principles and concepts of operating and network systems; business system applications; methods of problem and system analysis; principles and processes for providing customer and personal services, including customer needs and meeting quality standards of service; design techniques, tools and principles involved in production of technical plans and business requirements; how business requirements should work and how changes in conditions, operations, and the environment will affect outcomes; practices and techniques of system analysis; Java, J2EE, JavaScript, NET, Visual Basic, SQL programming languages, Oracle databases, Adobe Output Designer and Crystal Report design and generation; relational database structures; structured programming designs; and system configuration, testing, and documentation techniques.
- Other factors to be evaluated include the ability to: Conduct system analysis; identify problems and review related information to develop and evaluate options and implement solutions; work within a team to evaluate, design, develop, test, implement and/or support computer applications; use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; understand and determine business requirements, translate those requirements into business strategies, disseminate those strategies to the developers and/or project teams and communicate the findings back to the end user; apply statistical and other research methods; establish and maintain effective working relationships with end users, court staff, and vendors; and communicate effectively, both orally and in written form.
- SELECTION PROCESS:** Qualified candidates are placed on the eligible list based on the information contained in both the standard employment and supplemental application forms. The top group of qualified candidates will be invited to participate in a selection interview process.
- HOW TO APPLY:** Applicants must complete and submit the Supplemental Application Form, San Diego Superior Court employment application, background investigation form and pre-employment disclosure statement. Application materials are available at San Diego Superior Court Personnel, 330 West Broadway (Hall of Justice), Room 251, San Diego, CA 92101; or by calling (619) 531-3390. Completed application materials may be submitted in person at the above address or mailed to: San Diego Superior Court, Attention: Personnel, POST OFFICE BOX 122724, SAN DIEGO, CA 92112-2724.

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## GENERAL EMPLOYMENT INFORMATION

The provisions of this announcement do not constitute an implied or expressed contract, and any provisions contained in this announcement may be modified or revoked at any time. The requirements stated in this announcement represent only the minimum required to file an application. Meeting the listed requirements does not guarantee a candidate will qualify for the examination. Equal Opportunity: The Superior Court makes all appointments without regard to age, race, sex, religious creed, ethnicity, disability, marital status or sexual orientation. Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the examination process. Advise Superior Court Personnel of special needs in advance of the examination.

**Personnel Office:** The Superior Court Personnel Office is located at the Hall of Justice, 330 West Broadway, Room 251, in downtown San Diego.

**Hours of Operation:** The Personnel Office is open to the public Monday through Friday, from 8:00 a.m. to 5:00 p.m. except for Court holidays.

**Mailing Address:** San Diego Superior Court, Attn: Personnel, P.O. Box 122724, San Diego, CA 92112-2724. The County Mail Stop is C-44.

**Phone Numbers:** The business office phone number is (619) 531-4053. The 24-hour job line is (619) 531-3390. The fax number is (619) 531-3386.

**Website:** Job opportunities are listed on the Superior Court website at [www.sdcourt.ca.gov](http://www.sdcourt.ca.gov). The application form is available at this site in Adobe PDF format.

**Employment Applications:** Applications must be legible, complete, and signed, to include any required certificates, transcripts, forms, and/or Supplemental Application(s).

**Application Filing Deadlines:** The Personnel Office must receive all application material by 5:00 p.m. on the filing deadline date stated on the reverse. Postmarks are **not** accepted. Faxed applications are **not** accepted. If a filing deadline is not stated, applications will be accepted on a continuous basis and subject to closure without advance notice. To receive full consideration, applications should be filed promptly.

**Examination Numbers:** Applicants are limited to one application and may not reapply under the same examination number.

**Series Statement:** Acceptance of applications is ongoing as employment needs require and names are placed on the examination list in order of final grades regardless of candidate's test date. Applicants may only take the examination once under each examination number.

**Change of Address:** Applicants are responsible for submitting change of address or phone number information.

**Eligible Lists:** After successfully completing the entire examination process, candidates have their name placed on an Eligible List. Placement on the Eligible List does not guarantee selection. When vacancies occur, the Eligible List is sent to appropriate Court departments for hire.

**Documentation:** Federal law requires that all persons selected for employment complete and sign a form (INS-9) verifying the legal right to work in the United States.

**Medical Examination:** Employment is contingent upon successfully passing a job-related, pre-employment medical examination, which will include drug and alcohol testing.

**Background Investigation:** Superior Court employees shall be subject to a background investigation and fingerprinting. Convictions, depending upon the type, number and recency, may be disqualifying.

**Work History:** False statements or omission of facts regarding background or employment history may result in either disqualification or dismissal.

**Starting Salary:** New employees may be placed higher than the minimum rate depending on qualifications, knowledge and experience.

**Vacation:** New employees accrue vacation at a rate of seventeen (17) days per year.

**Holidays:** The Superior Court currently observes fourteen (14) holidays each year, including the employee's birthday.

**Sick Leave:** On approval of excused absence, eligible employees may use accrued sick leave.

**Retirement:** Employees of the Superior Court participate in the County Employees Retirement System, which is integrated with Social Security. This is a 3% @ 60 retirement program.

**Health Insurance:** Superior Court employees are provided a cafeteria-style flexible benefits plan which offers health, dental and vision coverage.

**Life Insurance:** A group rate life insurance program is available.

**Additional Benefits:** Other benefits include tuition refund, deferred compensation, suggestion award program, and credit union services.

**Employee Status:** Superior Court employees in this classification serve at the pleasure of the Court and are governed by the San Diego Superior Court Personnel Rules.

**SAN DIEGO SUPERIOR COURT  
ATTN.: Personnel Division  
POST OFFICE BOX 122724  
SAN DIEGO, CA 92112-2724**

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